

# Charlottesville Sheriff's Office



## Citizen Complaint / Inquiry Form

*Please do not write in this space – Sheriff's Office use only*

Complaint \_\_\_\_ Inquiry \_\_\_\_  
Time Reported \_\_\_\_\_ Date Reported \_\_\_\_\_ Complaint Number \_\_\_\_\_  
Location Where Received \_\_\_\_\_  
Form of Complaint: In Person \_\_\_\_ Phone \_\_\_\_ Postal Mail \_\_\_\_ Electronic Mail \_\_\_\_  
Received by Chief Deputy Date \_\_\_\_\_ Time \_\_\_\_\_ Date of Completion \_\_\_\_\_

Complainant's Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_  
Address \_\_\_\_\_ Apt/Ste \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_  
Telephone Number: Home \_\_\_\_\_ Cellular \_\_\_\_\_ Work \_\_\_\_\_  
Employer's Name \_\_\_\_\_ Business Address \_\_\_\_\_ Occupation \_\_\_\_  
Name of Sheriff's Office member complained of (if unknown, provide description of office member)  
\_\_\_\_\_  
\_\_\_\_\_

Time of Occurrence \_\_\_\_\_ Date of Occurrence \_\_\_\_\_ Location \_\_\_\_\_  
Other Information \_\_\_\_\_

### Witness(s) Information

Name \_\_\_\_\_ Address \_\_\_\_\_ Apt/Ste \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Apt/Ste \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone Number \_\_\_\_\_

Details of complaint/inquiry (In your own handwriting. Give a brief description of what happened. Use reverse side of form if more space is required)

Printed Name & Signature of Office member receiving complaint/inquiry

Signature of Complainant

Instructions for Complainant: Prepare this report in your own handwriting. You will receive a letter from the Chief Deputy acknowledging receipt of your complaint/inquiry and contact you to schedule any investigative interviews. You will be notified in writing at the conclusion of the investigation.